



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSING EDUCATION CONSULTANT

Job Number: 20001025

Job Code: 43450V161016

Job Group: 4300 - NURSING

Job Established: 09/16/2003

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as nursing education consultant for pre-licensure nursing education programs, continuing education and nursing incentive scholarships; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in nursing.

EXPERIENCE:

Must have five years of experience in teaching or administration of schools of nursing, nursing practice and/or nursing supervision, nursing administration or continuing nursing education programs.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in any of the above areas will substitute for the required education on a year-for- year basis

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets and applies statutes, regulations, guidelines and rulings and recommends change as needed. Conducts research to study workforce and educational trends and recommends regulatory changes. May supervise employees. Provides expertise to program coordinators that work with the National Council Licensure Examination (NCLEX), Nursing Incentive Scholarship Fund (NISF) and Continuing Education (CE) program including reviewing competency documentation and recommending disciplinary actions. Assists Executive Director in carrying out reviews of programs of pre-licensure and continuing nursing education. Assesses facilities for education to ensure compliance with the standards set forth by the Kentucky Board of Nursing. Coordinates with schools of nursing in the planning for and utilization of clinical facilities. Promotes continuing education through consultation to providers and program/offering planners. Assists in policy development governing licensure examination. Serves as resource consultant to programs of nursing. Performs survey site visits to colleges and universities. Prepares and presents survey visit report, programs of nursing pass rate reports and other related reports. Recommends for Board approval the organization and administration of standards for pre-licensure programs of nursing. Approves compliance with standards of curriculum for pre-licensure programs of nursing and for nurse administrators and instructors for nursing education programs. Approves continuing education providers. Approves education facilities and resources for pre-licensure programs of nursing. Serves as staff to Education Committee. Researches and analyses materials, proposes agenda and facilitates discussion. Drafts recommendations, correspondence and committee reports. Represents the Board of Nursing and participates in leadership educational programs. Promotes the mission, vision and values of the Kentucky Board of Nursing.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Some travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.